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# COMMONWEALTH OF VIRGINIA



## OFFICE OF THE GOVERNOR Executive Order 73 (01)

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### **Expand the Use of the Internet for the Commonwealth's Recruitment and Position Advertising**

The Commonwealth of Virginia has been widely recognized for the innovative ways in which many of its agencies and institutions are using the tools offered by new technologies to deliver information and services to citizens and businesses. Web-based technology, in particular, is being successfully applied to a wide range of administrative processes within state government to make them more efficient. The Commonwealth must continue to use such technological capabilities in the further interest of improving productivity and enhancing customer service. One such opportunity to produce efficiency savings and broaden citizen access to government involves centralizing the Commonwealth's recruitment process and making greater use of the Internet.

Therefore, by virtue of the authority vested in me as Governor under the laws of the Commonwealth including but not limited to Chapter 5 of Title 2.1 of the Code of Virginia, and subject to my continuing and ultimate authority and responsibility to act in such matters, I do hereby direct that the recruitment advertising program described herein shall be implemented no later than January 10, 2001, and that all agencies of the executive branch of the Commonwealth, including institutions of higher education, shall participate in the program..

All executive branch agencies shall use the automated job posting system known as RECRUIT to identify and publicize all positions covered under the Virginia Personnel Act for which they are actively recruiting.

The Department of Human Resource Management (DHRM) shall develop and coordinate a centralized recruitment advertising program. The program shall involve coordination of a single Commonwealth of Virginia recruitment ad in newspapers, within which will be included brief notices of all positions under recruitment. The notices will refer the reader to a website, RECRUIT, or the Virginia Employment Commission, where details of each position advertisement can be obtained. DHRM will negotiate with the newspapers for such special rates as are available, and the respective agencies with positions under recruitment shall reimburse DHRM for the advertising costs.

The Secretary of Administration, in conjunction with DHRM, shall develop guidelines for developing advertisements consistent with state and federal law, and shall work with any agency needing assistance to implement this order.

This Executive Order shall become effective retroactive to January 1, 2001, and remain in full force and effect until superseded or rescinded by future executive action.

Given under my hand and under the Seal of the Commonwealth of Virginia this 11th day of January, 2001.

James S. Gilmore, III, Governor

Attest: Secretary of the Commonwealth